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6 August 1954

22 MAR 1978

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Annual Management Improvement Report

REFERENCE : Your memo dtd 25 June '54

The following suggestions are made reference to the subject report of the Office of the Auditor-in-Chief:

Section (a) - Major management problems which are beyond your authority to solve.

No suggestions

Section (b) - Major areas of potential improvement selected for emphasis in Fiscal Year 1955.

1. It is contemplated expanding the decentralization of audit activities to the field wherever practical. The extent of this decentralization depends on the ability of the Comptroller to establish certifying officers at stations not now so equipped.

2. An audit manual to standardize audit procedures throughout the world is in process.

Section (c) - Specific action taken during Fiscal Year 1954 to solve major program or operating problems and improve management.

1. Prepared regulations [] setting forth specifically the responsibility of the Auditor-in-Chief and the scope of audit functions and operations both at headquarters and overseas.

~~2. Established an overseas audit office [] to facilitate audit~~
~~ing in the SE and NE areas.~~

3. Arranged for more adequate staffing of overseas audit offices, established in FE and EE (also covers WE) in 1953, in order to fulfill audit obligations.

4. Improved procedures for (a) auditing financial accounts, vouchers, and station accountings, and (b) reporting results of audits.

5. Improved procedures for (a) scheduling audits of proprietary projects, (b) auditing such projects, and (c) preparing audit reports.

6. Revised and improved office filing system.

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Auditor-in-Chief

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